

**ENGINEERING AND RELATED SERVICES  
JANUARY 17, 2014**

**CONTRACT NO. 4400004128  
STATE PROJECT NO. H.004273.5  
F.A.P. NO. H004273  
I-49 CONNECTOR (LAFAYETTE REGIONAL  
AIRPORT TO I-10/I-49/US 167 INTERCHANGE)  
LAFAYETTE PARISH**

**\*\*DBE/WBE GOAL = 3%\*\***

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on DOTD Form 24-102 (24-102), "Professional Engineering and Related Services", revised November 2011, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

**Project Manager – Mr. Edward Wedge**

All inquiries concerning this advertisement should be sent in writing to Alan.Dale@LA.gov.

**PROJECT DESCRIPTION**

This project is located in the city of Lafayette. The overall project includes construction of a freeway with accompanying interchanges in the Evangeline Thruway US 90/US 167 corridor and flanking collector/distributor roads for local traffic circulation and land access. The project begins just south of the Lafayette Regional Airport and continues north to the I-10/US 167/I-49 interchange, a length of approximately five miles. The selected alternative presented in the Final Environmental Impact Statement (FEIS) and approved in the Record of Decision (ROD) is the Lafayette Consolidated Government's (LCG) locally preferred alternative, which has been identified as RR-4 Elevated in conjunction with the MPO Sub-alternative and Sub-alternative H. The selected Alternative shown in the FEIS and ROD includes:

- Five miles of mainline freeway of which approximately 3 ½ miles are elevated.
- One three level directional interchange at Kaliste Saloom Road, majority of interchange on structure.
- Two full diamond interchanges at University/Surrey Street and Willow Street.
- Two single point diamond interchanges at Johnston Street and 2<sup>nd</sup>/3<sup>rd</sup> Streets with associated railroad grade separations and arterial cross street studies involved.

- Various cross street connections at Pinhook Road, Jefferson Street, Mudd/Simcoe Street, Donlon Street, Castille/martin Luther King Road and several minor streets.

## **SCOPE OF SERVICES**

The scope of services for this project is to provide all preconstruction engineering and related services for the construction of a freeway from the Lafayette Regional Airport (near route LA 728-2) to the I-10/US 167/I-49 Interchange. The goal of the project is to design and construct the freeway and connecting infrastructure within the parameters and commitments (attached) of the selected alternative presented in the FEIS and approved in the ROD with consideration of Structures Concepts, Potential Design Modifications (attached) and Context Sensitive Solutions (CSS) offered by the community. After consideration of these documents and other information provided by the public and the stakeholders, the consultant will recommend the design to move forward. Major design modifications of the selected alternative shown in the ROD will require approval of DOTD and as a minimum will require a re-evaluation documentation effort and a modified ROD.

The services to be rendered for this Project shall consist of the following Stages and Parts:

Stage 3: Design

Part I: Surveying Services

- (a) Topographic Survey
- (b) Title Research Reports
- (c) Property Survey
- (d) Title Updates
- (e) Right-of-Way (R/W) Maps
- (f) Title Take-Off

Part III: Preliminary Plans (Road, Bridge, Landscape and Lighting)

Part IV: Final Plans (Road, Bridge, Landscape and Lighting)

Stage 5: Construction

Part I: Construction Support

Part II: Shop Drawings

In addition to the above Stages and Parts, the following services will be required:

- Subsurface utility Engineering (SUE)
- Geotechnical
- Landscape Architecture and Arborist Services
- Design and possible preparation of the airport safety plan and Safety Management System (SMS) services, in communication with the Lafayette Regional Airport for the runway/taxiway displacement and related services.
- Public Outreach
- Traffic Engineering Analysis Services
- Geometric Design and Traffic Services
- Re-evaluation of the environmental document
- Completion of Commitments made in the Record of Decision (ROD)

In addition to the above Stages and Parts, the following services may also be required:

- Interchange Justification Report (IJR) and/or Interchange Modification report (IMR)
- Transportation Management Plan (TMP)
- Identification of potential funding sources/scenarios
- Preparation of Cooperative Endeavor Agreements (CEA), Memorandum of Understanding (MOU), etc.
- Permitting activities
- Coordination activities with R/R

### **STAGE 3: DESIGN**

#### **Part I: Surveying Services**

**Part I (a) Topographic Survey**-Shall consist of all services required to make a complete topographic survey, in English units of measure, as required for the proper design and layout of the Project. The DOTD's requirements which shall govern this survey are specified in the current edition of the DOTD's Location and Survey Manual. Although currently acceptable surveying standards and methods, as approved by the Location and Survey Administrator, may be used. The Consultant shall request, in writing, from the Project Manager a copy of this manual for the Consultant's information and guidance as to normal DOTD procedures in the conduct of topographical surveys. Deviations from the normal procedures must be authorized in writing by the Project Manager.

The survey shall include, but not be limited to the staking of centerline when required and when physically possible and, where this is not possible, to the running of all ground traverses necessary to compute and establish centerline. Aerial photogrammetry may be used when feasible and by written agreement with the DOTD in developing the topographic surveys. This work shall include, for the control of the field survey and later use, the establishment of referenced iron rods along the Project, as may be necessary, to define the centerline and of a referenced system of bench marks on a closed level circuit. The survey shall also include the location and establishment of ownership of all utilities in the way of construction as specified in the manual. The Consultant's attention is specifically directed to the requirement in the manual whereby a sketch of the survey line shall be submitted to the DOTD Location and Survey Administrator for approval immediately after the initial establishment of said line and prior to proceeding further with the survey. The Project survey control and horizontal alignment shall be based on the Louisiana State Plane Coordinate System, (NAD-83-92), as determined by G.P.S. observation.

**Part I (b) Title Work** – Title work shall be performed by a consultant listed on the LADOTD Real Estate Section's approved Title work Panel list and shall consist of obtaining the necessary Title Research Reports which shall be prepared in accordance with the Department's Title Research Manual.

The term "Title Research Report" is defined as a report of the ownership of the current property owner(s) with addresses, acquisition data, assessment and tax information, description of the property, conveyances of full ownership, conveyances of other rights (servitudes, leases, restrictions, etc.), existing R/W, recorded plats, and copy of the last acquisition instrument(s) totaling 100% interest in the subject property. One Title Research Report shall be obtained for each ownership.

The original and three paper copies and one electronic copy of the Title Research Reports shall be furnished to the Location and Survey Administrator along with the Final R/W Map submittal, for forwarding to the Real Estate Section.

**Part I (c) Property Survey**-Shall consist of all Investigations, Studies, and Field Property Surveys required for the preparation of Base R/W Map. The Field Property Survey shall be based on the same survey control as the Topographic Survey. Upon completion of the property survey, the consultant shall notify the Location and Survey Administrator, in writing, and provide an electronic text file listing coordinates and descriptions of all found monuments, a "PDF" copy of all documents (plats, maps, etc) used to determine property line locations and a "PDF" copy of title take-offs or title research reports used to determine property line locations. Consultant shall also provide a sketch in Microstation and "PDF" formats showing all surveyed property lines and existing right of way with ties to project centerline.

**Part I (d) Title Updates**-Shall consist of obtaining Updates of the originally acquired Title Research Reports, if the Reports are more than six months old. These Updates shall be used in the preparation of the final R/W Maps and also by the DOTD's Real Estate Section in acquiring title to the property required for the construction project.

**Part I (e) R/W Maps**-Shall consist of all services required to complete the Base and Final R/W Maps, described more specifically as follows:

The Base R/W Map shall show the adopted project centerline, all existing R/W, limits of construction, appropriate topography (residences, commercial buildings, structures, etc.), parcel line locations and ownerships, and required taking lines, with ties to the adopted project centerline. Individual parcel metes and bounds and precise area calculations are not required at this time, however, the approximate area of each required parcel and remaining area shall be determined and shown on the Base Map. These Maps shall be in the same standard format and shall form the basis for the Final R/W Map. Specifically, this work shall be performed in accordance with all principles and objectives set forth in the latest issue of the DOTD's Location and Survey Manual, although currently acceptable surveying standards and methods, as approved by the Location and Survey Administrator, may be used. For purposes of a joint review meeting, the Base R/W Map along with one copy of each of the Title Reports used in preparation of the Base R/W Map, shall be furnished at approximately 60% completion, and reviewed by a DOTD Team. Appropriate revisions recommended for inclusion in the Final R/W Map shall be addressed by the Consultant.

The Final R/W Map preparation shall include all activities necessary to complete the Final R/W Map and shall be performed in accordance with the requirements specified in the latest issue of the DOTD's Location and Survey Manual. The Final R/W Map shall be the Base R/W Map as described above, and shall also include all revisions recommended by the Joint Review Team, parcel metes and bounds, parcel acquisition blocks, parcel areas, remaining areas, Lambert coordinates of all breaks in the required R/W and P.C.'s and P.T.'s of curves, and shall be accompanied by an electronic file containing the DOTD COGO program input commands for creating parcel descriptions suitable for use by the DOTD's Real Estate Section.

**Part I (f) Title Take-Off** is defined as a report of the deed of ownership of the current property owner, and all survey documents, (plats, maps, etc.) associated with the current ownership deed. One Title Take-Off may be obtained for each parcel, if necessary, to expedite commencement of field work. The Title Take-Off is not considered a part of the Title Research Report and may be performed by the Surveyor.

**Part III Preliminary Plans (Road)** shall consist of all engineering services required for the completion of preliminary roadway plans, and for the construction estimates of the project, all under a schedule for completion which shall be in conformity with the contract time negotiated between DOTD and the Consultant and approved by the Project Manager. Preliminary road plans shall be for the entire final build out as shown in the Selected Alternative presented in the FEIS and approved in the ROD or as modified and approved by DOTD during Geometric & Traffic Service phase of the contract.

During the progress of the preliminary road design phase of work, intermediate submissions will be made to the DOTD for review and comment at the 30%, 60% and 90% levels of completion. Comments received as a result of the submissions will be discussed with the DOTD and incorporated into the final submittal of that respective phase as warranted.

The preparation of preliminary road plans for the Project shall be in accordance with the requirements outlined in the latest and current editions of DOTD's Roadway Design Procedures and Details Manual and Hydraulics Manual. Specifications for the Project shall be in accordance with the latest edition of Louisiana Standard Specifications for Roads and Bridges, amended to comply with the current practices of the DOTD.

**Part III Preliminary Plans (Bridge)** shall consist of all engineering services required for the completion of preliminary bridge plans and cost estimates for the project, all under a schedule for completion which shall be in conformity with the contract time negotiated between DOTD and the Consultant and approved by the Project Manager. Preliminary bridge plans shall be for the entire final build out as shown in the Selected Alternative presented in the FEIS and approved in the ROD or as modified and approved by DOTD during Geometric & Traffic Service phase of the contract.

Prior to proceeding with design work, the consultant shall submit the final QC/QA plan document and bridge design criteria for DOTD's review and approval. The QC/QA plan

document shall meet the minimum requirements established in the Bridge Design Section QC/QA policy and any exceptions must be approved by the Bridge Design Engineer Administrator. The design criteria shall be prepared in accordance with the Bridge Design Section QC/QA policy and shall be updated as the project progresses. A 3D model of the project site shall be created at the beginning of the design process and updated as the project develops to show the existing topography, proposed roadways, structures, CSS features, lighting and all important existing structures, utilities, and/or any surrounding features that may impact the design. The 3D model shall be submitted along with the intermediate submissions.

During the progress of the preliminary bridge design phase of work, intermediate submissions will be made to the DOTD for review and comment at the 30%, 60% and 90% levels of completion. The submittal at 30% level of completion shall provide sufficient details on structure type, size and location (TS&L). Comments received as a result of the submissions will be discussed with the DOTD and incorporated into the final submittal of that respective phase as warranted.

The preparation of bridge plans shall comply with the latest editions of AASHTO LRFD Bridge Design Specifications, DOTD Bridge Design Manuals including all Technical Memoranda, and Louisiana Standard Specifications for Roads and Bridges. Where it is absolutely necessary to depart from the Standard Specifications, Special Provisions and/or Non-Standard Item Number requests shall be provided to DOTD for review and approval.

All drawings shall be developed using MicroStation and they shall comply with the DOTD CADD standards.

A list of pre-approved and commercially available software is posted on the Bridge Design website under Downloads/QC-QA

If any other software is required for unique applications for which pre-approved software cannot be used, a synopsis of the software shall be submitted to the Bridge Design Engineer Administrator for approval prior to use. The synopsis shall include the name of the software and the developer, a general description of the functions, a certification from the software developer stating that it is maintained in accordance with the last AASHTO LRFD Bridge Design Specifications, and an account of the requester's experience and the experience of the other organizations or agencies that use the software. Data/results from the Consultant's in-house software will not be accepted as part of the deliverable. The cost of software shall be included in the overhead cost of the firm and not as a direct expense for the projects.

In addition to delivering preliminary road and bridge plans, recommendations on the prioritization of Final Plan development and construction projects shall be provided as part of deliverables to the Project Manager in a report format.

**Part III Preliminary Plans (Lighting)** shall consist of all engineering services required for the completion of preliminary lighting plans and cost estimates for the project, all under a schedule for completion which shall be in conformity with the contract time negotiated between DOTD and the Consultant and approved by the Project Manager. Preliminary lighting plans shall be for the entire final build out as shown in the Selected Alternative presented in the FEIS and approved in the ROD or as modified and approved by DOTD during Geometric & Traffic Service phase of the contract.

During the progress of the preliminary lighting design phase of work, intermediate submissions will be made to the DOTD for review and comment at the 90% level of completion. Comments received as a result of the submissions will be discussed with the DOTD and incorporated into the final submittal of that respective phase as warranted.

All design and drawings will comply with the requirements and format of the DOTD Bridge Design Electrical Section, A Guide To Constructing, Operating, and Maintaining Highway Lighting Systems, ANSI/IES RP-8, IES RP-2098 Lighting for Parking Facilities, IES Lighting Handbook, AASHTO Roadway Lighting Design Guide, DOTD Technical Memoranda and the current edition of the DOTD Standard Specifications, and the National Electrical Code. Where it is absolutely necessary to depart from the Standard Specifications or augment them, Special Provisions and/or Non-Standard Item Number requests shall be provided to DOTD.

All drawings will be developed using MicroStation and they shall comply with the DOTD CADD standards. Software used for illumination shall be nationally recognized and shall use .ies design files. The Consultant's in-house illumination software will not be accepted.

Lighting services shall also consist of coordination and management of lighting issues among the Lafayette Consolidated Government, DOTD Project Manager, and DOTD Contracts Section to set the scope of roadway, underpass, and aesthetic lighting for the project and for the acquisition of a **Lighting Agreement** for said lighting prior to construction.

**Part IV Final Plans (Road, Bridge and Lighting)** shall consist of all services required for the preparation of Final Plans, specifications, and estimates, all meeting the standard requirements of the DOTD as to general format and content. Considering the magnitude of the project and the funding needs, final plan preparation is anticipated to be accomplished in phases dependent upon DOTD approval of the report on recommendations on prioritization of Final Plan development and construction. A Transportation Management Plan (TMP) will be required as part of the final plan packages. A Project Management Plan (PMP), a Cost Estimate Review (CER) and a Financial Plan (FP) will be required as part of the final plan package per FHWA Major Project Requirements.

## **STAGE 5: CONSTRUCTION**

**Part I Construction Support** shall consist of all services required to review and address all Requests for Information (RFI's) from the DOTD's Construction Contractor that concern plan/specification clarity or plan/specification error. In addition, shall consist of periodic field reviews, attendance of pre-construction meetings, final inspection and other meetings at directed by the Project Manager. The Consultant shall be required to respond to all RFI's within forty-eight (48) hours.

**Part II Shop Drawings** (includes Cut Sheets, Electrical Operation & Maintenance Manual Review and Electrical As-Builts review) shall consist of all services required to review all shop drawings, equipment submittals, and Electrical Operation & Maintenance Manuals and Electrical As-Builts for conformity with the construction contract document, and the distribution of reviewed submittals as per the project distribution list.

### **ELECTRONIC DELIVERABLES**

The Consultant hereby agrees to produce electronic deliverables in conformance with the DOTD Software and Deliverable Standards for Electronic Plans document. The Consultant is also responsible for ensuring that Sub-Consultants submit their electronic deliverables in conformance with the same standards. The DOTD Software and Deliverable Standards for Electronic Plans document and DOTD CAD Standards Downloads are available via links on the DOTD web site.

The Consultant shall apply patches to CAD Standard Resources and install incremental updates of software as needed or required. The Consultant hereby agrees to install major updates to software versions and CAD Standard Resources in a timely manner. Major updates of CAD standards and software versions shall be applied per directive or approval of the DOTD Design Automation Manager. Such updates will not have a significant impact on the plan development time or project delivery date, nor will they require the Consultant to purchase additional software. Prior to proceeding with plan development, the Consultant shall contact the Project Manager for any special instructions regarding project-specific requirements.

In the event that any electronic standard conflicts with written documentation, including DOTD plan-development Manuals, the electronic standard typically governs. The Consultant is responsible for contacting the Project Manager should questions arise.

The Consultant shall upload (or check in) electronic deliverables directly into the DOTD ProjectWise repository at each plan delivery milestone. Consultants are responsible for performing certain operations at each milestone including, but not limited to, the following:

- Upload (or check in) CAD plan deliverables to the discipline "Plans" folder
- Apply and maintain indexing attributes to CAD plans (and other deliverables as needed)

- Publish PDF format plan submittals in ProjectWise using automated publishing tools
- Digitally sign PDF format plan submittals in ProjectWise according to DOTD standards and procedures (Final Plans, Revisions and Change Orders). Signatures shall be applied in signature blocks provided with electronic seals and Title Sheets.

Additionally, after reviewing deliverables for each submittal milestone, the Project Manager shall notify the Consultant regarding the availability of two automatically-generated informational reports in ProjectWise. These reports document the completion status and other information regarding indexing attributes and CAD standards. Consultants shall take these reports into account and make any necessary adjustments to plans before the next submittal milestone; or sooner, if directed by the Project Manager.

### **QUALITY CONTROL/QUALITY ASSURANCE For Overall Design**

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's must ensure quality and adhere to established design policies, procedures, standards and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

### **QUALITY CONTROL/QUALITY ASSURANCE For Bridge Design**

**The Prime Consultant shall submit a bridge design QC/QA plan document specifically developed for this project as part of SF 24-102.** The QC/QA plan document must comply with the minimum requirements set in the “Guidance on QC/QA in Bridge Design in Response to NTSB Recommendation (H-08-17)” (FHWA/AASHTO Guidance), which was published by FHWA and AASHTO in August 2011, and LADOTD Bridge Design Section QC/QA policy issued as Bridge Design Technical Memorandum No. 37 in October 2012. The FHWA/AASHTO guidance and LADOTD Bridge Design Section QC/QA Policy can be downloaded from LADOTD Bridge Design Section website. The grading instructions, the rating matrix, and the grading sheet for the QC/QA plan document are included in Appendix G of the LADOTD Bridge Design Section QC/QA Policy. The QC/QA plan document should be prepared to address all evaluation criteria included in the rating matrix. The QC/QA plan document must be implemented for all bridge design activities in both design phase and construction support phase of the project. The Prime Consultant is fully responsible for QC/QA of their work

as well as the work of all sub-consultants. All project submittals must include a QC/QA certification that the submittals meet the requirements of the QC/QA plan document.

### **SERVICES TO BE PERFORMED AND ITEMS TO BE PROVIDED BY DOTD**

In addition to any services previously indicated to be performed by the DOTD, the following services and data shall also be provided, if available.

- a. Access to Standard Plans (if applicable)
- b. Access to As-built plans (if available) – The Consultant shall be responsible for obtaining the As-built plans.
- c. Traffic Data

### **ADDITIONAL SERVICES**

The scope of services, compensation and contract time for future engineering services will be established by Supplemental Agreement(s) for the following:

**Subsurface Utility Engineering (SUE)** shall consist of all services required to manage certain risks associated with utility mapping at appropriate quality levels, utility coordination, utility relocation design and coordination, utility condition assessment, communication of utility data to concerned parties, utility relocation cost estimates, implementation of utility accommodation policies, and utility design.

Except as may be modified or specified herein, or otherwise approved by the DOTD, the collection and depiction of information, and any required submittals, shall conform to the applicable provisions of CI/ASCE 38-02, “Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data.” A copy may be obtained from the American Society of Civil Engineers at [www.asce.org](http://www.asce.org).

**Geotechnical Services** shall consist of the following:

#### **Geotechnical Exploration and Investigations**

The geotechnical investigations, sampling, and testing services to be provided shall include, but are not limited to:

- Field Reconnaissance (including rights of entry, utility locations, access, etc.);
- Mobilization/demobilization;
- Deep and Shallow Soil borings;
- CPT soundings (ASTM D5778);
- Water table elevations with duration of reading;
- GPS Latitude and Longitude of borings to within 10 ft (3 m) accuracy;
- Sealing boreholes in accordance to LA Water Well and DEQ Regulations;
- Standard Penetration Tests and Split-Barrel Sampling of Soils (AASHTO T 206);
- Specific Gravity of Soils (AASHTO T 100);

- Laboratory Determination of Moisture Content of Soils (AASHTO T 265);
- Triaxial Compression Tests, Unconsolidated, Undrained (AASHTO T 296);
- Triaxial Compression Tests, Consolidated Drained 3-point (AASHTO T 297);
- Atterberg Limits (DOTD TR 428);
- Consolidation Tests with Rebound (AASHTO T 216);
- Organic Content (DOTD TR 413);
- Classification of Soils;
- Deep borings (ASTM D 2487 (USCS method));
- Shallow borings (ASTM D 3282(AASHTO method));
- Drafting of boring logs;
- Drafting of subgrade soil surveys; and
- Traffic Control.

### **Drilling and Sampling**

The deep soil borings shall be made by the wet rotary drilling method. In each deep boring, undisturbed samples of cohesive or semi-cohesive material shall be obtained from each distinct soil stratum that is penetrated or 5 ft (1.5 m) interval, whichever is less, using a 3 in. (76 mm) diameter Shelby tube sampling barrel as per AASHTO D 207. When cohesionless soils are encountered at any depth, a split spoon sampler shall be used in conjunction with Standard Penetration Tests (SPT) at 3 foot (1 m) intervals. In the case of massive dense sands being encountered, the Project Manager may be contacted in order to relax the sampling interval, on a case-by-case basis. If requested by DOTD, continuous sampling of a boring will be obtained at 3 foot (1 m) intervals to a pre-determined depth. Boring samples shall be retained for a minimum period of 90 days.

Boring logs which show evidence of SPT's in cohesive soils or tube samples in cohesionless soils will not be accepted.

Shallow soil borings for subgrade soil surveys can be made utilizing either hollow-stem or continuous-flight augers. Any other method shall be approved by the DOTD Pavement & Geotechnical Services Administrator prior to it being implemented.

Transport of samples from the field to the laboratory shall conform to ASTM D4220, Group C. Samples may not be extruded at the worksite. Sample tubes shall be transported vertically in the same orientation as they were sampled, with care taken to avoid excessive temperature variation, vibration, or any other sample disturbance. They shall be extruded in the laboratory in accordance by means of a continuous pressure hydraulic ram. Extrusion by any other method, such as water pressure, is prohibited. Samples shall be extruded directly onto a sample trough, and shall not be caught with the hands.

### **Laboratory Testing**

Soil mechanics laboratory testing shall be performed on at least 75 percent of all samples obtained from the borings. UU Triaxial compression and Atterberg limit testing shall be performed on at least 75 percent of the extruded cohesive samples.

If designated as required for the boring, consolidation tests shall be performed according to AASHTO T 216, and results shall be reported as graphs of "Void Ratio vs. Log of Pressure" and "Coefficient of Consolidation vs. Log of Pressure." Both plots may be shown on the same graph, if adequately labeled. Any sample from a clay layer that shows signs of being over consolidated must be subjected to a load/rebound/re-load cycle during the consolidation testing, as per AASHTO T 216. Any sample selected for consolidation testing shall also have the specific gravity determined according to AASHTO T 100, and the Atterberg Limits determined according to DOTD TR 428, and with supporting results reported. Laboratory classification of soils from deep borings shall be in accordance with ASTM D 2487. All other sampling and testing shall be performed in accordance with current AASHTO test procedures, unless otherwise noted.

### **Cone Penetrometer Testing**

The CPT rigs shall be capable of providing up to 20 tons reaction. Pore pressure measurements, when requested by the Project Manager, shall be obtained using U2 location, unless otherwise specified. Dissipation tests shall be performed until at least 50 percent of the excess pore water pressure has been dissipated. All CPT probes and equipment utilized shall have been calibrated within the previous year or within a period specified by the project manager. The cost of performing the calibration shall be the consultant's responsibility. The final CPT sounding results shall conform to the input format of LTRC's CPT-Pile software.

### **Other Considerations**

The natural ground in elevation at the location of each borehole shall be determined to within 6 in. (0.15 m). These elevations maybe determined utilizing elevations of existing structures for landmarks that may be shown on the plans supplied. If DOTD has established a temporary benchmark (TBM) at the site, it shall be used in lieu of elevations shown on the plans.

Unless otherwise stated, it will be the responsibility of the Consultant to obtain consent from the respective landowners in order to enter onto private property. The process for contacting landowners and documentation for Consultant Entry will be discussed at the Consultant Kickoff meeting with DOTD personnel. In the case that consent is not granted, the Consultant shall contact the project manager to execute a Forced Entry, as per Louisiana Revised Statute 48:217. Forced entry access will be granted via written notice from the project manager.

## **Geotechnical Engineering Analysis and Design**

All geotechnical engineering will be performed in accordance with present design requirements and standard engineering practice. These services are to include but are not limited to:

- Slope stability (embankment & excavation);
- Embankment settlement;
- Bridge foundations;
- Piles;
- Drilled shafts;
- Other foundations;
- Pile-supported approach slab design data;
- Bridge foundation static and dynamic load test program;
- Tunnel structures;
- Geotechnical instrumentation (piezometers, inclinometers, etc.)
- Earth retaining structures; and
- Geotechnical analysis & design recommendations report.

### **Deliverables**

Unless specified by the Project Manager, it will be the responsibility of the Consultant to obtain 3 or 4 mil polyester double matte film for use in reporting the geotechnical exploration results. The DOTD Pavement & Geotechnical Services Section will provide one sheet to the Consultant for use as an example of each format. The lettering used on the profiles shall be of such size and clarity that the legibility of data can be maintained when reduced to fifty (50) percent of its original size. Soil profiles shall be grouped on the plan sheets according to the Construction Project Number(s). In addition to the paper submittal, electronic logs that can be imported into the gINT software for the electronic storage of the soil boring and CPT logs shall be submitted. All project deliverables shall become the property of DOTD upon successful completion of the above captioned project.

All reported test results, including each profile sheet, shall be sealed and manually signed and dated by the Professional Engineer in responsible charge of testing. The DOTD Pavement and Geotechnical Services Section will review the completed boring logs for completeness and accuracy prior to their final submittal.

**Landscape Architecture and Arborist Services** shall consist of developing tree protection plans and specifications, site supervision and construction observation, and post construction tree survey and damage assessment for live oak trees identified by DOTD and/or the commitments in the ROD. Services also include preparation of landscaping plans near the St. Genevieve Church and school and any services which may result from DOTD and FHWA approved context sensitive design solutions. The

preparation of Landscape plans for the Project shall be in accordance with the requirements outlined in the latest and current editions of DOTD's Policy for Roadside Vegetation Management.

**Design services for Lafayette Regional Airport** shall, in accordance with Federal Aviation Administration (FAA) specifications, consist of performing air spacing and obstruction evaluations prior to and during construction of the Project, runway/taxiway/safety area extensions, ARFF/perimeter road relocation, new runway lights, runway end indicator lights, runway alignment indicator lights, pavement markings and Engineered Materials Arresting System (EMAS) all in accordance with Federal Aviation Administration (FAA) specifications. Services may also include assistance in preparation of an Environmental Impact Statement (EIS) and construction inspection services on the airfield for the above mentioned modifications.

**Traffic Engineering Analysis Services** shall consist of thoroughly reviewing the FEIS, ROD and the Briefing Package, Proposed Design Modifications to FEIS Selected Alternatives (April 16, 2008) and other documents, providing in depth analysis of the proposed modifications and recommending to the Department and FHWA which to carry forward to preliminary design.

Traffic Engineering would include intersection analysis at the ramp termini and intersection analysis along the intersecting corridors of the proposed I-49 corridor and the frontage road. These intersections would be determined by the District Traffic Operations Engineer in District 03. The latest version of Synchro and Sidra will be required dependent upon the analysis. All Traffic Engineering and safety policies shall be adhered to. The Highway Safety Manual shall be used for safety comparisons of the alternatives. The Project Manager will direct the Consultant as to the type of analysis and what MOE to compare for final alternative selection.

Vissim animations may be required dependent upon the alternative selected.

**Geometric Design and Traffic Services** shall consist of thoroughly reviewing the FEIS, ROD and The Briefing package, Proposed design modifications to FEIS Selected Alternatives (April 16, 2008) and other documents, providing in depth analysis of the proposed modifications and recommending to the Department and FHWA which to carry forward to preliminary design. The recommendations shall also consists of modification of interchange configurations, modifications to overall project layout, design changes for cost efficiencies and other innovations proposed by the Consultant/Team. All proposed designs shall be in accordance with the 2004 AASHTO Policy on Geometric Design of Highways and Streets (Green Book), The Road side Design Guide, all DOTD standard Plans (including but not limited to SC-01 and SC-02 Typical Speed Change Lanes for Interstates), all department EDSM's (including but not limited to V1.4.5.2 New Interchange Requests and V1.3.1.6 Installation of Traffic Signals). Consultant will also develop a permanent signing plan.

Traffic services to include all engineering, corridor studies, traffic counts, signal studies, roundabout studies, access management studies, and traffic signal inventories for the Project area. Any traffic modeling required will be developed to determine benefits of potential improvements such as geometric modifications or traffic signal installations/modifications. For comparison purposes, models will be developed depicting conditions before and after planned improvements for current, proposed and design year AM and PM peaks. The latest version of Synchro/sim Traffic or VisSim will be required depending on the situation. The project Manager will direct the Consultant as to which model will be required and the process by which the model shall be calibrated. Benefits to be analyzed will include safety improvements (in accordance with the 2010 Highway Safety Manual) and congestion relief.

**Re-evaluation of the environmental document** shall consist of reviewing the changes in the project and project scope, its surroundings and impacts, and identifying any pertinent issues since the Record of Decision (ROD) was approved. Field reviews, updates of technical reports (as necessary), and coordination with other agencies should be undertaken (as appropriate to address any new impacts or issues) and the results included in the written evaluation. This work shall include completion of the commitments made in the ROD and the Memorandum of Agreement, including coordination with agencies and the public and appropriate documentation.

Design modifications recommended and approved by DOTD during the Geometric Design and Traffic Services phase of the contract may require a re-evaluation document and a modified ROD. At minimum, the re-evaluation process shall consist of conducting stakeholder meetings, preparation of revised solicitation of views, public meetings, re-evaluations of impacts and costs, and preparation of the modified ROD. Other items to be considered during the re-evaluation process include preparation of revised geometry, obtaining and analyzing the latest traffic data, analyzing joint use/community plans & CSS opportunities, evaluating bridge concepts designs, railroad design & coordination, hazardous wastes reviews, noise analysis, and re-evaluation of displacements.

All additional sub-consultants required to perform these services are subject to approval as per RS 48:290.D prior to execution of the supplemental agreement.

### **CONTRACT TIME**

The overall contract time will be negotiated and approved by the DOTD Project Manager. The Consultant will proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The delivery schedule for all project deliverables will be established by the Consultant and approved by the Project Manager.

### **COMPENSATION**

Compensation to the Consultant for services rendered in connection with the main Contract will be negotiated cost plus a fixed fee. However, all contract types will be used

during the lifetime of the contract. Cost per unit work and/or specific rates of compensation may be used for SUE, Geotechnical, Construction Support and Shop Drawings. Lump Sum may be used for some design items where the scope and man hours are well defined.

### **DIRECT EXPENSES**

All direct expense items which are not paid for in the firm's overhead which are needed and will be consumed during the life of the contract must be identified by the consultant during contract development. Standard equipment to be used in the provision of services rendered for this contract will not be considered for payment under direct expenses. Failure to provide the above information will deem items as non-qualifying for direct expenses.

The consultant shall provide a minimum of three rate quotes for any specialty vehicle or equipment. Any and all items for which said quotes are not submitted shall be deemed as non-qualifying for payment as direct expenses.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm> Vehicle rental rates will require prior approval from the DOTD Project Manager.

Within 15 calendar days of notification of selection, a kick-off meeting will be held with the selected Consultant/Team and appropriate DOTD personnel. The selected Consultant/Team will be required to submit a proposal within 30 calendar days following the notification of selection. All negotiations must be completed within 90 calendar days following the notification of selection.

### **REFERENCES**

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. AASHTO LRFD Bridge Design Specifications
3. DOTD Location and Survey Manual
4. DOTD Roadway Design Procedures and Details
5. DOTD Design Guidelines
6. DOTD Hydraulics Manual
7. DOTD Standard Specifications for Roads and Bridges
8. Manual of Uniform Traffic Control Devices
9. DOTD Traffic Signal Design Manual
10. National Environmental Policy Act (NEPA)
11. National Electrical Safety Code (NESC)

12. National Electrical Code (NFPA 70)
13. A Policy on Geometric Design of Highways and Streets (AASHTO)
14. DOTD Construction Contract Administration Manual
15. DOTD Materials Sampling Manual
16. DOTD Bridge Design Manuals including all Technical Memoranda
17. Consultant Contract Services Manual
18. Geotechnical Engineering Services Document
19. Bridge Inspectors Reference Manual/90
20. DOTD Stage 1 Planning/Environmental Manual of Standard Practice
21. Code of Federal Regulations 29 CFR 1926 (OSHA)

Follow link below for the individual reference links:

<http://webmail.dotd.louisiana.gov/ContWEB.nsf/b88769326453bef886256fe00047183a/18fc2860512aba5886257a62006133b8?OpenDocument>

### **MINIMUM PERSONNEL REQUIREMENTS**

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant shall be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or Responsible Member of the Prime-Consultant shall be a Professional Engineer registered in the State of Louisiana with a minimum of ten years of experience in responsible charge of Bridge Design Projects.
3. At least one Principal or Responsible Member of the Prime or Sub-Consultant shall be a Professional Engineer registered in the State of Louisiana with a minimum of ten years of experience in responsible charge of Road Design Projects.
4. At least one Principal or Responsible Member of the Prime or Sub-Consultant shall be a Professional Engineer registered in the State of Louisiana with a minimum of ten years of experience in responsible charge of geotechnical engineering projects.
5. At least one Principal or Responsible Member of the Prime or Sub-Consultant shall be a Professional Land Surveyor registered in the State of Louisiana with a minimum of ten years of experience in responsible charge of topographic surveying projects.
6. In addition, the Prime-Consultant must also employ on a full-time basis, or through the use of Sub-Consultant(s):
  - a. One Registered Professional Civil Engineer, Professional Traffic Operations Engineer (PTOE) registered in the State of Louisiana, with a minimum of five years of traffic analysis experience with signal warrants and signal timing, and a corresponding support staff.
  - b. Four Professional Civil Engineers, registered in the State of Louisiana with a minimum of five years of experience in preparation of highway roadway plans and a corresponding support staff.
  - c. One Professional Land Surveyor registered in the State of Louisiana, with a minimum of five years of experience in conducting topographic and property surveys, and

preparing right-of-way maps for DOTD, and a corresponding support staff. Personnel used for title work must be listed on the current LADOTD Real Estate Section's approved Title Work Panel list.

- d. Three Professional Civil Engineers, registered in the State of Louisiana with a minimum of ten years of experience in complex bridge design, and a corresponding support staff. At least one must have a minimum of ten years of experience in segmental bridge design.
- e. One Professional Civil Engineer, registered in the State of Louisiana with a minimum of ten years of experience in complex bridge construction and/or construction support. Past experience on similar type of projects is preferred.
- f. One Professional Civil Engineer, registered in the State of Louisiana, with a minimum of ten years of experience in railroad bridge design.
- g. One Professional Engineer, registered in the State of Louisiana, with a minimum of ten years of experience in designing electrical and mechanical components for pump stations (i.e., proposed railroad underpass).
- h. One Professional Civil Engineer, registered in the State of Louisiana with a minimum of five years of geotechnical engineering experience.
- i. One Professional Electrical Engineer, registered in the State of Louisiana, with a minimum of ten years of experience designing roadway lighting. The last 3 years must contain design of Louisiana DOTD projects, and a corresponding support staff.
- j. One Professional Civil Engineer registered in the State of Louisiana, with a minimum of five years of experience managing Subsurface Utility Engineering (SUE) services in support of roadway and bridge design on transportation projects, and a corresponding support staff.
- k. One Professional Civil Engineer with a minimum of 5 years of experience in aviation and airport related planning and a corresponding support staff with a personnel with 5 years of experience in working with Advisory Circular 150-5300-13A Airport Design, Terminal Instrument Procedures (TERPS) FAA Order 8260.3B, and FAR part 77 Objects Affecting Navigable Airspace.
- l. One Responsible Member with a minimum of five years of experience in the preparation of NEPA documents, including Environmental Impact Statement or Environmental Assessment, in accordance with the National Environmental Policy Act for the Federal Highway Administration (FHWA), and who has completed the NHI Course No. 142005, "National Environmental Policy Act (NEPA) and Transportation Decision Making", or an equivalent, and a corresponding support staff.
- m. One Environmental Professional with a minimum of three years experience with traffic noise analysis for highway projects using the current version of the noise model.
- n. One biologist with a degree in biology or a related field and a minimum of three years of experience performing wetland delineations.
- o. One biologist with a degree in biology or a related field and a minimum of three years of experience performing threatened and endangered species surveys.
- p. One Principal Investigator for the archaeological work must meet the Archaeological Qualifications as published in the *Louisiana Register* on April 20, 1994.

- q. One Architectural Historian meeting the Secretary of the Interior's Professional Qualifications Standards for Architectural History.
- r. Responsible Member of the consultant firm handling cultural resources must have taken the course on Section 106 of the National Historic Preservation Act offered by the Advisory Council on Historic Preservation or its equivalent training.
- s. One professional with a minimum of five years of experience in public involvement and community outreach.
- t. One Environmental Professional with a minimum of three years of experience preparing Phase I Environmental Site Assessments.

**Training Certifications/Certifications of Compliance must be submitted with and made part of the Consultants DOTD Form 24-102 for all Personnel Requirements listed herein.**

### **EVALUATION CRITERIA**

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of **6**; \*\*
2. Consultant's personnel experience on similar projects, weighting factor of **5**; \*\*
3. Consultant's firm size as related to the estimated project cost, weighting factor of **4**; \*\*
4. Consultant's past performance on similar DOTD projects, weighting factor of **8**;\*\*\*
5. Consultant's current work load, weighting factor of **1**;
6. Location where the work will be performed, weighting factor of **1**.
7. Consultant's Interview/Presentation.

\*\* For the firm experience, staff experience, and firm size ratings performed by the Project Evaluation Team. The services rated and the percent of the overall evaluation are: bridge design services (45%), road design services (25%), survey services (10%), geotechnical explorations/geotechnical design services (10%), and all other services (10%).

\*\*\* The following past performance ratings will be used for this project: Bridge Design (BZ) (50%), Road Design (RX) (30%), Survey (SV/LS) (10%) and Geotechnical Explorations/Geotechnical Design (GE/GD) (10%).

Complexity Level - **complex**

**TIER I Evaluation:** Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work, for Past Performance, Current Work Load and Location. Each Team will be evaluated for road design, bridge design, surveying, geotechnical and other services proportional to the percentages given in the EVALUATION CRITERIA for Firm Experience, Staff Experience and Firm Size. The individual ratings will then be added to arrive at the Consultant/Team rating. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4.

**TIER II Evaluation:** The highest rated Consultants/Teams on the TIER I short-list (**a minimum of three and a maximum of five, if qualified**) will be asked to attend an Interview/Presentation (Item 7) within three weeks of the announcement of the alphabetical TIER I short-list. During the presentations each Consultant/Team will be given 40 minutes for the Presentation/Interviews and an additional 20 minutes to answer any questions. The schedule of Presentation/Interviews will be announced at the time of the announcement of the alphabetical TIER I short-list. The order of the Presentation/Interviews will be determined by a random draw. **The selected firm shall provide DOTD with an electronic copy (USB flash drive or other commonly used media) of the presentation in Portable Document Format (.pdf) or PowerPoint (.pptx) format prior to contract execution.**

Items to be considered during the interview are:

- Consultant/Team’s understanding of the overall project
- Detailed Work Plan – Consultant/Team’s approach to the project
- Consultant/Team’s communication plan
- Cost saving innovative approaches in design
- Cost saving innovative approaches during construction
- Constructability and maintainability Issues
- How enhancements (Context Sensitive Solutions, Every Day Counts, Complete Streets, etc.) to the corridor will be addressed during design and construction.
- How QA/QC will be addressed during design

The Tier II evaluation will be based on an adjectival rating process. Each member of the evaluation team will individually rate each evaluation criterion and assign intensity ratings as defined in the Table below. Plus (+) and Minus (-) signs can also be used to further separate firms within a rating class. An average rating for each Consultant/Team will be determined from the Project Evaluation Team members’ individual ratings.

**Intensity/Rating**

**Adjunctive/Description**

<b>E</b>	<b>Excellent</b> – Exceeds requirements and demonstrates exceptional understanding of the goals and objectives of the project. Significant strengths with no weaknesses.
<b>G</b>	<b>Good</b> – Exceeds requirements and demonstrates understanding of the goals and objectives of the project. Strengths outbalance any weaknesses that exist.
<b>A</b>	<b>Acceptable</b> – Proposal meets the requirements and demonstrates an understanding of the goals and objectives of the project. There are measurable strengths or weaknesses.
<b>W</b>	<b>Weak</b> – Weaknesses outbalance the strengths.

## U

**Unacceptable** – Does not meet the requirements or demonstrate an understanding of the goals and objectives of the project.

DOTD's Project Evaluation Team will be responsible for performing the above described evaluations. The TIER I rating and the TIER II rating will be used to develop the overall short-list. The TIER I rating will count 60% towards the overall short-list with the TIER II rating counting towards the remaining 40% of the overall short-list. An overall short-list of the three (if three are qualified) highest rated Consultant/Teams will be submitted to the Secretary of the DOTD. The Secretary will make the final selection.

If Sub-Consultants are used the Prime Consultant can perform less than 50% of the work, but must perform the greater percentage of the work for the overall project.

An explanation of the grading procedures will be presented at the mandatory pre-submittal meeting.

### Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Alan Dale – Ex officio
2. Edward Wedge – Project Manager
3. ZhengZheng “Jenny” Fu
4. Chad Winchester
5. Steve Meunier
6. Joe Arretteig

### Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;

- B. Neither the Consultant, nor any other party on behalf of the Consultant, shall contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one and group meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

**By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.**

### **CONTRACT REQUIREMENTS**

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

**INSURANCE** - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$5,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

**AUDIT** - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

**DBE/WBE - The selected Consultant Team will have a DBE/WBE goal of 3% of the contract fee. DBE/WBE participation will be limited to the firms listed on the LA DOTD UCP DBE Directory which can be found at the following link: <http://www8.dotd.la.gov/UCP/UCPSearch.aspx>. The DOTD Project Manager shall review submitted invoices to determine if the DBE/WBE goals are being achieved. If the Consultant has failed to meet the goal and no good faith efforts have been made, the DOTD Project Manager shall notify the Compliance Section, and at that time the DBE/WBE portion of the Contract fee will be withheld from the Prime Consultant.**

Any Consultant currently under contract with the DOTD and who failed to meet all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website ([www.dotd.louisiana.gov](http://www.dotd.louisiana.gov)), will not be considered for this project.

### **SUBMITTAL REQUIREMENTS**

A mandatory pre-submittal meeting will be held in the DOTD HQ Auditorium on ~~January 29, 2014 at 1:30 p.m~~ **February 05, 2014 at 9:00 a.m.** It is mandatory that the person listed as the Principal of the Prime Consultant attend this meeting. It is voluntary for all other Team members to attend.

One original (**stamped “original”**) and **five** copies of the DOTD Form 24-102 must be submitted to DOTD. An electronic copy (USB flash drive or other commonly used media) must also be submitted in Portable Document Format (.pdf).

The following format of DOTD Form 24-102 will be used for this project:

#### Prime Consultant

- Complete sections 1 thru 9b per form instructions
- In section 10, include resumes of all team members (Prime and Subs) broken up into the major disciplines (Bridge, Road, Survey, Geotechnical and Other). The resumes do not have to be in alphabetical order
- Complete Sections 11 and 12 per form instructions
- Complete Section 13. The response shall be limited to 10 pages or less
- Complete Section 14 per form instructions

#### Each Sub-Consultant

- Complete Sections 1 thru 6 and 11 thru 14 as per form instructions.

All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the 24-102, or providing inaccurate information on the 24-102, will be considered non-responsive. DOTD reserves the right to request clarifications concerning the submittal.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's 24-102 must be firmly bound to the Consultant's 24-102. Name(s) of the Consultant/Team listed on the 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors. The bridge design QC/QA plan document must also be firmly bound to the Consultants 24-102.

The DOTD Form 24-102 will be identified with **Contract No. 4400004128, (State Project No. H.004273.5)** and will be submitted **prior to 3:00 p.m. CST on Tuesday, February 18 25, 2014**, by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Mr. Alan Dale, P.E.  
Consultant Contracts Services Administrator  
1201 Capitol Access Road, **Room 405-T**  
Baton Rouge, LA 70802-4438 or  
Telephone: (225) 379-1401

### **REVISIONS TO THE RFQ**

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.